

POSITION VACANCY ANNOUNCEMENT #08/51

OPEN TO: All Interested Candidates

POSITION TITLE: Administrative Rover, FSN-6, FP-8*

OPENING DATE: Tuesday, December 2, 2008

CLOSING DATE: Tuesday, December 16, 2008

WORK HOURS: Full time 40 Hrs/Week

POSITION GRADE: Ordinarily Resident: FSN-6
Not-Ordinarily Resident: FP-8* (position grade subject to confirmation by Washington)

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMIT TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Tashkent is seeking an individual for the position of Administrative Rover in the Management Section.

BASIC FUNCTIONS OF POSITION:

The incumbent will provide administrative support to the requesting offices within the Mission when they are short-staffed for any reason. Incumbent will train in the requesting office in the position incumbent will temporarily fill. Incumbent may do any of the following: timekeeping, visa requests, diplomatic notes, input information into office-specific databases, draft routine letters and memos to offices of the Mission, government institutions and non-governmental organizations, obtain appointments for supervisors, TDY personnel and other official visitors on request, and other administrative duties as required in each office. Performs other duties as required in each office that is specific to that office only.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office (# 2235).

QUALIFICATIONS REQUIRED:

Note: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- Completion of secondary school plus minimum one year of advanced education in business administration, personnel, management, linguistics, secretarial, clerical, computers or office procedures is required;
- Minimum one year of administrative experience is required;
- Level III (good working knowledge) English, Level IV (fluent) Russian and Level II (limited knowledge) Uzbek is required;
- Must have good computer skills in Microsoft Office;
- Ability to interact with a wide range of the general public with tact and diplomacy is critical.

SELECTION PROCESS:

When equally qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed U.S. Citizen EFM's who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.
5. The candidate must be able to obtain a security clearance. The candidate must also be able to obtain medical clearance at Embassy expense.

TO APPLY:

1. Interested applicants for this position must complete and submit their detailed Resumes, or may use an application for U.S. Federal Employment (OF-612 and addendum – download from http://www.opm.gov/forms/pdf_fill/of612.pdf). Personal information including marriage status, gender, national origin, religion should be avoided. A photo should not be attached.
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
3. If you are an Uzbekistan citizen, your submission must also state your current status in regard to military service already served, or to be served, in Uzbekistan.

SUBMIT APPLICATION BY LOCAL POSTAL SERVICES TO:

Human Resources Office
Address: 3 Moyqorghon Street,
5th Block, Yunusobod District, 100093
Fax: 998-71-120-63-35

OR Email: personnel@usembassy.uz

OR Current Embassy employees can personally deliver their application to the Human Resources Office on the third floor of the embassy.

DEFINITIONS:

1. **USEFM:** A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
 - US citizen;
 - Spouse or dependent who is at least age 18;
 - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
 - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
 - Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.
2. **EFM:** Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.

3. **Member of Household:** A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. **Ordinarily Resident (OR):** A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. **Not-Ordinarily Resident (NOR):** Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: December 16, 2008

The US Mission in Uzbekistan provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.